

# **SPECIAL FILING INSTRUCTIONS 2001 - 2002 FILING CYCLE**

## **SECTION 1 TERMS AND CONDITIONS**

**GENERAL:** The following 2001 - 2002 Request for Offers (RFO) and its Special Filing Instructions (SFI) are provided in addition to the terms and conditions of the General Services Administration's (GSA) Standard Tender of Service (STOS), General Freight Traffic Management Program, GSA General Freight Tender of Service No. 1-F (GSA TOS No. 1-F), supplements and reissues thereto; however, certain provisions and requirements of this RFO and its SFI may deviate from and supersede those published in the STOS, GSA TOS No. 1-F.

Traffic to be included under this RFO and its SFI will be freight-all-kinds (FAK) shipments moving via closed van for all less than truckload (LTL) (0 pounds to 10,000 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments which fall into one or more of the following three (3) categories:

1. General freight rate offers (those rate offers which neither apply from, to, or between specific shipping locations) applicable to those Federal civilian agencies/locations identified in Section 6 of this RFO and its SFI;
2. Non-alternating Standing Route Order (SRO) rate offers where SRO is defined as the normal, repetitive movement of two or more shipments per month of specific items between specified points. The non-alternating SRO rate offers being requested will apply specifically to those agencies/locations identified in Sections 7, 8 (identified Agency Codes only), 9 and 10 of this RFO and its SFI and WILL NOT alternate with any other accepted rate offer and the accepted rates and charges MAY NOT be used in the construction of combination through rates, charges or other provisions. Rate offers may only be submitted for non-alternating SRO rate requests when specifically requested and/or authorized by GSA; and
3. Alternating SRO rate offers where SRO is defined as the normal, repetitive movement of two or more shipments per month of specific items between specified points. The alternating SRO rate offers being requested will apply specifically to those agencies/locations identified in Sections 8 (identified Agency Codes only), 11, and 12 of this RFO and its SFI and MAY alternate with any other accepted rate offer and the accepted rates and charges MAY be used as factors in the construction of combination through rates, charges or other provisions.

1-1. **EFFECTIVE PERIOD:** Except as otherwise provided herein, rate offers made in response to this request will be for the period May 1, 2001, through April 30, 2002.

1-2. **FILING PERIOD:**

A. **INITIAL FILINGS:** Rate offers made by those firms approved to participate in GSA's Freight Management Program are due by 4:30 P.M. Central Standard Time, Monday, March 5, 2001, and will be processed in accordance with Paragraph 1-2.F.1., below.

B. **NEW FILINGS:** Those firms receiving approval to participate in accordance with GSA's Freight Management Program after the Initial Filing Period due date of March 5, 2001, may submit a rate offer in response to this RFO and its SFI in accordance with the supplemental filing period identified in Paragraph 1-2.F.2., below.

C. **RE-FILINGS OF RATE FILING DEFICIENCIES:** Rate Filings received between February 5, 2001, and March 5, 2001, for Initial Filings or between July 30, 2001, and September 4, 2001, for New, Late, or Supplemental Filings, which do not meet the requirements as stated in this RFO and its SFI will be considered unacceptable, rates will not be included in the data base, and the firm will be notified by facsimile and/or telephone of the deficiencies. If a firm's rate offer is submitted in accordance with this RFO and its SFI by a Rate Filing Service Provider or a Tariff Publishing Agent, the Rate Filing Service Provider or the Tariff Publishing Agent will be notified of the deficiencies and not the firm. Corrected rate offers must be resubmitted within ten (10) calendar days after receipt of notification. In those instances where corrections are not received within the ten (10) calendar days after notification, rate offers will be considered unacceptable and the firm will

not be allowed to re-file until the next supplemental filing period or until a new RFO is distributed, whichever occurs first. All corrected rate offers received within the required ten (10) calendar days will be entered into the data base effective May 1, 2001, unless it is considered a New Filing, a Late Filing, or a Supplemental Filing in which case the rates will be entered into the computer data base in accordance with Paragraph 1-2.F.2., below.

D. LATE FILINGS: Firm's (and if applicable, their underlying carriers) who possessed the approval to participate in GSA's Freight Management Program prior to the established Initial Filing due date but who did not submit rate offers by the established due date identified in Paragraph 1-2.A., Initial Filing, above, will be reviewed and processed in accordance with Paragraph 1-2.F.2., below.

E. SUPPLEMENTAL FILINGS: The supplemental filing period as identified in Paragraph 1-2.F.2., below, has been established to review and process changes to a firm's originally accepted rate offer (i.e. to change territorial coverage, to change offered rates, to change an offer made on the required item percentages for accessorial services, to submit a new rate offer, and/or to add newly approved underlying carriers) and to receive new and late rate offers. Rate offers submitted in accordance with the supplemental filing period must be strictly adhered to. **Please Note** that for the United States Postal Service (USPS) SRO rate offers identified in Section 8, supplemental filings may only be submitted by those firms that submitted an acceptable rate offer for the specific Agency Code by the Initial Filing Period due date identified in Paragraph 1-2.A. In addition, supplemental filings **WILL NOT** be accepted for the Chicago Forward Supply Point (CFSP) traffic identified in Section 7 or the Fire Suppression Support Service traffic originating from the Western Distribution Center (WDC) identified in Section 9.

F. ACCEPTED/EFFECTIVE DATE: Rate offers will be accepted and entered into the computer database on the date indicated below or the first working day of the month, whichever occurs later.

1. INITIAL FILINGS: Initial rate offers allowable under Paragraph 1-2.A. will be processed as shown below, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-2.C.:

CALENDAR YEAR 2001		
DATE RECEIVED	COMPUTER ENTRY DATE	ACCEPTED/EFFECTIVE DATE
2/05/01 through 3/05/01	5/1/01 or Before	5/1/01

2. NEW FILINGS, LATE FILINGS, AND SUPPLEMENTAL FILINGS: New filings allowable under Paragraph 1-2.B., Late Filings of otherwise acceptable rate offers under Paragraph 1-2.D., and Supplemental Filings allowable under Paragraph 1-2.E. will be processed as shown below, except in those instances of a failure to meet the resubmission requirements of corrected Rate Filing Deficiencies as identified in Paragraph 1-2.C.:

CALENDAR YEAR 2001		
DATE RECEIVED	COMPUTER ENTRY DATE	ACCEPTED/EFFECTIVE DATE
7/30/01 through 9/4/01	11/1/01 or Before	11/1/01

G. CARRIER NOTIFICATIONS: If the submitting firm or appropriate Rate Filing Service Provider or Tariff Publishing Agent receives no communication from GSA pursuant to Paragraph 1-2.C. by the appropriate computer entry date identified in Paragraphs 1-2.F. 1. and 2. above, the firm is on notice that its rate offer(s) has been accepted and its rate file(s) has been transmitted to its designated Tariff Publishing Agent for publication, or in the absence of a designated Tariff Publishing Agent, its rate file(s) has been offered to GSA's Office of Transportation Audits.

1-3. APPLICABILITY OF RATE OFFERS: By submission of a rate offer to GSA for the General Freight traffic identified in this RFO and its SFI, the offeror agrees that it can and will service all points within each origin state and destination state for which a rate is offered. By submission of a rate offer to GSA for the non-alternating SRO and alternating SRO traffic

identified in this RFO and its SFI, the offeror agrees that it can and will service the identified origin facility(ies) or all points in an identified origin state(s) and all points within each identified destination state or destination city for which a rate is offered.

1-4. **OPTION TO EXTEND:** The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with this RFO and its SFI for up to ninety (90) days.

1-5. **TERMINATION:**

A. The following provision will apply in addition to Item 20e of the Optional Form 280:

1. Accepted rate offers may be terminated upon determination that a Carrier has failed to satisfactorily respond to a show cause notice; and

2. Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the Carrier in accordance with the Code of Federal Regulations (CFR) 101-40.4;

B. Upon termination of the rate offer under 1-5.A.1 and/or 2., above, the Carrier shall be paid any sum due the Carrier for services performed under this RFO and its SFI to the date of such termination; and in the event of partial termination, shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate offer that is not terminated; provided, however, any such payments shall be without prejudice to any claim which the Government may have against the Carrier and the Government shall have the right to offset any such claims against such payment.

1-6. **TERMINATION FOR CONVENIENCE OF THE GOVERNMENT:** The Government, by written notice, may terminate all or part of the rate offers accepted in accordance with this RFO and its SFI, in whole or in part, when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be liable only for payment for services rendered before the effective date of the termination.

1-7. **AGENCY/LOCATION SPECIFIC CONTACTS:** Questions with regard to specific customer agencies/locations should be directed to the agency's/location's appropriate National Account Manager Office. Information relating to the identification of the National Account Manager Offices and customer agencies/locations can be found on GSA's WorldWide Web Page at: <http://www.kc.gsa.gov/fsstt/>

1-8. **GENERAL CONTACTS:** General questions with regard to this RFO and its SFI should be directed to Cindy Schardt at (816) 823-3646, by facsimile at (816) 823-3656, or e-mail at [cindy.schardt@gsa.gov](mailto:cindy.schardt@gsa.gov).

## **SECTION 2 EVALUATION AND ACCEPTANCE**

2-1. **EVALUATION:** All submitted rate offers which have been determined to be acceptable in accordance with this Request for Offers (RFO), its Special Filing Instructions (SFI), and the General Services Administration's (GSA) Freight Management Program will be evaluated by the Freight Program Management Office (FPMO) based on price only. Price will be determined by calculating both the price of the line-haul transportation and the price of the accessorial service(s) (Item Numbers identified in the GSA National Rules Tender 100-D containing rates or charges) requested by the customer agency for each cost comparison requested. Individual agencies may use other methods of evaluation such as prior performance; however, the FPMO will provide accepted rate information according to 2-2, below.

2-2. **ACCEPTANCE:** Accepted rate offers will be listed on GSA's Freight Cost Comparisons for Federal Agency use based on price. The listing of firms on individual cost comparisons will be based on the anticipated shipping date, the origin of the shipment, the destination of the shipment, the weight of the shipment, the number of miles between the origin and destination of the shipment, and any accessorial services requested by the customer agency. Firms with applicable rates for the requested shipment will be listed on the cost comparison in cost ascending order. Please note that in the case of brokers and shippers

agents/Intermodal Marketing Companies that the broker's name and/or the shippers agent's/Intermodal Marketing Company's name and not the names of its underlying carriers will be identified on the cost comparison. However, when rate information is made available either to a Tariff Publishing Agent or to GSA's Office of Transportation Audits in the absence of a Tariff Publishing Agent, rate information will be submitted in the name of a broker's and/or a shipper agent's/Intermodal Marketing Company's underlying carriers and not in the name of the broker and/or the shipper agent/Intermodal Marketing Company. If the occasion arises when two or more firms have offered the exact same rate offer (both for transportation and the requested accessorial services), then the firms will be listed on cost comparisons in alphabetical order according to the firms' names.

PLEASE NOTE: The GSA and other participating agencies may take other factors into consideration when routing shipments other than just price. As a result, the listing of firms on a cost comparison is for viewing/verification purposes only and does not guarantee any traffic will be awarded.

### **SECTION 3 LETTER OF INTENT CERTIFICATION**

By the submission of a rate offer to the General Services Administration (GSA) in accordance with this Request for Offers (RFO), and its Special Filing Instructions (SFI), the submitting firm certifies that:

I have read and will comply with all the provisions contained in this RFO and its SFI dated February 5, 2001, as well as any supplements, changes, and/or reissues thereto and the GSA Standard Tender of Service (STOS), GSA General Freight Tender of Service No. 1-F, the GSA National Rules Tender No. 100-D, and the GSA Baseline Rate Publication No. 1000-D, all effective May 1, 1996, as well as any supplements, changes, and/or reissues thereto and I further certify that the company for which rate offers have been submitted has the operating authority and insurance required by Item 1-6 (See Below) and Section 2 of the GSA General Freight Tender of Service No. 1-F.

Item 1-6 of the GSA General Freight Tender of Service No. 1-F reads as follows:

"LAWFUL PERFORMANCE, OPERATING AUTHORITY, AND INSURANCE. All service shall be performed in accordance with applicable Federal, State, and local laws and regulations. Common motor carriers or brokers, freight forwarders, rail carriers, shippers agents, or shippers associations shall possess the required carrier or Interstate Commerce Commission (ICC) broker operating authority and maintain cargo as well as public liability insurance as required by Federal, State and local regulatory agencies."

### **SECTION 4 SUBSTITUTED SERVICE – RAIL FOR MOTOR**

If a firm utilizes Item 1125, Substituted Service – Rail for Motor, of the GSA National Rules Tender No. 100-D for shipments moving under this Request for Offers (RFO) and its Special Filing Instructions (SFI), the submission of a rate offer(s) constitutes agreement to the terms and conditions of Item 1125 and that rates submitted include for the proper blocking and bracing by the carrier for Trailer-On-Flat-Car (TOFC) or Road Railer movement to preclude damage to the material.

### **SECTION 5 TERMS & CONDITIONS OF THE UNIFORM TENDER OF RATES &/OR CHARGES FOR TRANSPORTATION SERVICES**

By submission of a rate offer to the General Services Administration (GSA) in accordance with this Request for Offers (RFO) and its Special Filing Instructions (SFI), the submitting firm agrees to and/or meets the terms and conditions of the Uniform Tender of Rates And/Or Charges For Transportation Services, Optional Form 280, except as provided in Paragraph 1-5.

## SECTION 6

### IDENTIFICATION OF GENERAL FREIGHT TRAFFIC FOR THE SUBMISSION OF GENERAL & INTRASTATE ALASKA FREIGHT RATE OFFERS

6-1. IDENTIFICATION OF GENERAL FREIGHT TRAFFIC: Traffic to be included as “General Freight Traffic” includes those rate offers which utilize closed van equipment which neither apply from, to, or between specific shipping locations. General Freight rate offers are being requested for:

- From all points in the Continental United States (CONUS) to all points in CONUS;
- Intrastate CONUS; and
- Intrastate Alaska.

Please NOTE: Rates **WILL NOT** be accepted under this RFO for shipments moving from/to points in CONUS from/to points in ALASKA.

Rates may be, but are not required to be, submitted for all origins/destinations and/or rate groups requested. A general freight rate offer **MUST** be submitted as one (1) rate offer under the Offer Number 6G.....(Please refer to Section 13 for complete formatting requirements).

A. OFFER NUMBER: Please refer to Section 13 for complete formatting instructions:

Record ID	SCAC	Zone Identifier	Type of Offer	Offer Number	Reserved	Agency Identifier	Remainder of Positions 19 - 26
A1 or A2	4 Digit Carrier SCAC	6	<b>G</b>	Assigned by Carrier	0	Enter five (5) Spaces	Refer to Section 13

B. CONUS TRAFFIC:

CONUS GENERAL TRAFFIC			
Origin	Destination	Commodities Shipped	Types of Rates Requested
All Points in CONUS	All Points in CONUS and Intrastate	FAK	Less Than Truckload and Truckload

C. INTRASTATE ALASKA TRAFFIC:

1. Identification of Intrastate Alaska Traffic:

- Rate offers submitted for the identified Alaska Rate Groups **MUST** be submitted as **highway miles** only; and
- Rates submitted for Truckload shipments **MUST** be submitted as a cents per mile with a minimum charge per vehicle used.

INTRASTATE ALASKA GENERAL TRAFFIC			
Origin	Destination	Commodities Shipped	Types of Rates Requested
Specific Alaska Rate Groups	Specific Alaska Rate Groups	FAK	Less Than Truckload and Truckload

## 2. Identification of Intrastate Alaska Rate Groups:

INTRASTATE ALASKA GENERAL TRAFFIC						
Rate Group Code	Rate Group	Points Covered by Rate Group		Rate Group Code	Rate Group	Points Covered by Rate Group
26	Anchorage	Anchorage, Anchorage International, Elmendorf A.F.B, Fort. Richardson, Mountain View, Spenard		36	Hoonah	Hoonah
27	Big Delta	Big Delta, Buffalo Center, Delta Junction, Donnelly Flats, Fort Greely, Tok		37	Juneau	Auke Bay, Douglas, Juneau, Skagway
28	Big Lake	Big Lake, Cantwell, Clear, Clear A.F.B., Houston, Jonesville, Matanuska, Moose Creek, Nenana, Willow		38	*Beyond Juneau	Gustavus, Pelican
29	Cordova	Cordova		39	Kenai	Girdwood, Kenai, Nikiski, Soldotna,
30	Delta	Big Delta, Buffalo Center, Denali, Clear, Ft. Greely, Delta Junc, Donnelly Flats		40	Ketchikan	Ketchikan, Ketchikan International, Ward Cove
31	Eagle River	Eagle River		41	*Beyond Ketchikan	Craig, Hydaburg, Klawock, Thorne Bay
32	Fairbanks	College, Denali Park, Eielson A.F.B, Fairbanks, Fairbanks International, Fort. Wainwright, Graef, Healy, North Pole		42	Kodiak	Kodiak
33	Glennallen	Cooper Center, Gakona, Gakone Junction, Glennallen, Gulkana, Gulkana Junction, Valdez		43	Palmer	Birchwood, Chugiak, Eklutna, Palmer, Wasilla
34	Haines	Haines, Skagway		44	Prudhoe Bay	Deadhorse, Milne Point, Prudhoe Bay
35	Homer	Anchor Point, Clam Gulch, Cooper Landing, Homer, Kalifornsky, Kasilof, Naptowne, Seward		45	Sitka	Mount Edgecumbe, Petersburg, Sitka, Wrangell

\* Shipments requiring transshipment from Juneau or Ketchikan will be rated at the applicable Rate Group rate plus the cost of the beyond carrier.

6-2. **APPLICABILITY:** Rate offers submitted applicable to “General Freight Traffic” will apply **ONLY** to those customer agencies/locations that have entered into funding agreements with the General Services Administration (GSA) for the payment of freight services provided. A listing of agencies/locations that have entered into funding agreements with GSA can be found on GSA’s WorldWide Web Page at the address identified in Paragraph 1-7. As new customer agencies/locations enter into funding agreements with GSA, GSA will post these additions to the web page address identified in Paragraph 1-7. An agency/location becomes entitled to utilize general freight rate offers accepted in accordance with this RFO and its SFI on the day that the agency/location is added to the web page address identified in Paragraph 1-7. It will be the responsibility of the Freight Program Management Office (FPMO) to keep the web page updated and the responsibility of the carrier to monitor the web page for the addition(s) of new customer agencies/locations.

6-3. **FILE FORMAT REQUIREMENTS:** Please refer to Section 13.

## SECTION 7

### IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE SUBMISSION OF CHICAGO FORWARD SUPPLY POINT (CFSP) RATE OFFERS

7-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER TRAFFIC: Identified below are the Chicago Forward Supply Point (CFSP), Alsip, IL, routes for which the General Services Administration (GSA) is requesting non-alternating rate offers. LTL minimum charge, LTL percentage, and Truckload cents per mile rate offers are being requested for the following Destination Service Area Codes identified below. Please note that separate rate offers **MUST** be submitted for each Destination Service Area under the offer number 6D....(Please refer to Section 13 for complete formatting requirements). As a result, one rate offer for the CFSP would consist of: 1) one set of F1 through FF Billing/Reporting records; 2) one A1 or A2/A3 Header Record; and 3) either one C2, C3, or C4 Rate Record. If the origin/destination is a particular city or cities, the accepted rate offer will only be applicable to the identified city or cities and not the entire state in which the city or cities are located. Rates may be, but are not required to be, submitted for all origins/destinations requested. Rates submitted for origins/destinations not requested will automatically be rejected.

**PLEASE NOTE:** Only those rate offers submitted by the Initial Filing due date identified in Paragraph 1-2.A. will be considered for acceptance. **NO** supplemental filings as identified in Paragraph in 1-2.E. will be accepted.

A. OFFER NUMBER: Please refer to Section 13 for complete formatting instructions:

Record ID	SCAC	Zone Identifier	Type of Offer	Offer Number	Reserved	Agency Identifier	Remainder of Positions 19 - 26
A1 or A2	4 Digit Carrier SCAC	6	<b>D</b>	Assigned by Carrier	0	CFS01, CFS02, or CFS03	Refer to Section 13

B. IDENTIFICATION OF SERVICE AREAS:

Destination Service Area Code	Destination Service Area Description
01	Chicago Commercial Zone
02	IL (Intrastate)
03	IN, IA, MI, MN, MO, OH, and WI

7-2. HISTORICAL TRAFFIC VOLUME: Identified below are CFSP traffic volume estimates for the month of October 2000 only. Volume estimates represent mostly LTL shipments. The data provided shall not be interpreted as a guarantee that traffic will amount to these quantities monthly. The Government makes no guarantee that these quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments.

Destination Service Area Code	Number of Shipments	Total Weight
01	127	112,431
02	39	22,571
03	274	300,224

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7-3. **CURRENT CARRIER RATE LEVELS:** Identified below are the rate levels as of May 1, 2000, for the CFSP. This information is being provided for informational purposes only.

1. **Less Than Truckload (LTL) Rate Levels:** Rate levels are expressed as a percentage of the GSA Baseline Rate Publication No. 1000-D. The rate levels shown represent the lowest current rate(s) for the identified route. The prime carrier will be selected from a combination of past performance and price:

<b>Destination Service Area Code</b>	<b>Rate Level (L5C - 10M)</b>	<b>Rate Level (Min. Charge)</b>
01	45%	77%
02	50%	77%
03	45%	77%

2. **Truckload (TL) Rate Levels:** Rate levels are expressed as a cents per mile along with a minimum Truckload charge per vehicle used. The rate levels shown represent the low cost carrier for the identified route:

<b>Destination Service Area Code</b>	<b>Rate Level (Cents per mile)</b>	<b>Rate Level (Min. TL Charge)</b>
01	133	\$294
02	150	\$425
03	125	\$375

**PLEASE NOTE:** Percentages offered on Item 550, Handling Freight at Positions not Immediately Adjacent to Vehicle, will be taken into consideration when routing shipments from the CFSP since this service is frequently required. As a result, the listing of firms on a cost comparison is for viewing/verification purposes only and does not guarantee any traffic will be awarded.

Rate offers for shipments from the **CFSP to Puerto Rico** MUST be filed separately and on a GSA Optional Form 280, Uniform Tender of Rates and/or Charges for Transportation Services. Please submit separate rate offers for each with applicable cubic foot ocean charges to Puerto Rico. Linehaul rates are to be submitted as a percentage of the STOS, GSA Baseline Rate Publication No. 1000-D, for less than truckload, cents per mile for truckload (TL), and cents per cubic foot for ocean charges. Linehaul rates will apply from the CFSP to the port of embarkation (POE) and from the port of debarkation (POD) to final destination. These paper rate offers should be submitted directly to:

General Services Administration  
Attn: Elaine Shockey  
Travel and Transportation Management Division (4FT)  
401 West Peachtree Street, Suite 2600  
Atlanta, GA 30308

7-4. **FILE FORMAT REQUIREMENTS:** Please refer to Section 13.

## SECTION 8

### IDENTIFICATION OF ALTERNATING AND NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE SUBMISSION OF UNITED STATES POSTAL SERVICE RATE OFFERS

8-1. **GENERAL:** For the United States Postal Service (USPS) traffic identified in 8-2, 3, and 4, below, any approved firm may submit a rate offer for the identified Standing Route Order (SRO) traffic by the Initial Filing Period due date identified in Paragraph 1-2.A. **ONLY** those firms who submit an acceptable rate offer(s) by the Initial Filing Period due date may submit a supplement in accordance with Paragraph 1-2.E. Rates will only be accepted for the origins/destinations specifically identified in Paragraphs 8-2, 3, and 4, below. Rates submitted for any other origins/destinations will automatically be rejected. Rates may be, but are not required to be, submitted for all origins/destination requested in Paragraphs 8-2 and 8-3. If the origin and/or destination is a particular city or cities, the accepted rate offer will only be applicable to the identified city or cities and not the entire state in which the city or cities are located. Those firms that want to submit rate offers for points outside CONUS should submit a paper rate offer(s) directly to the USPS.

8-2. **IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC:** Listed below are the USPS facilities for which the General Services Administration (GSA) is requesting non-alternating SRO rate offers. Please note that a **SEPARATE** rate offer **MUST** be submitted for **EACH** Agency Code for which a firm intends to submit a rate offer under the Offer Number 6N.....(Please refer to Section 13 for specific formatting instructions).

A. **OFFER NUMBER:** Please refer to Section 13 for complete formatting instructions:

Record ID	SCAC	Zone Identifier	Type of Offer	Offer Number	Reserved	Agency Identifier	Remainder of Positions 19 - 26
A1 or A2	4 Digit Carrier SCAC	6	N	Assigned by Carrier	0	Appropriate USPS Agency Code	Refer to Section 13

B. **IDENTIFICATION OF TWO-YEAR, NON-ALTERNATING AGENCY CODES:** Accepted rate offers will automatically expire April 30, 2003.

Two Year, Non-Alternating USPS SROs				
Origin	Destinations	Agency Code	Commodity	Types of Rates Requested
Advanced Uniflo Conveyors, Wichita, KS, 67220	All Points in CONUS including Intrastate	USPWC	Conveyors	Less Than Truckload & Truckload
Schwab Safe Co., Cannelton, IN 47520	All Points in CONUS including Intrastate	USPCN	Safes	Less Than Truckload & Truckload
Stamped Envelope Agency, Williamsburg, PA 16693	All Points in CONUS including intrastate	USPPA	Envelopes	Less Than Truckload & Truckload

8-3. IDENTIFICATION OF ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below are the USPS facilities for which GSA is requesting alternating SRO rate offers. Please note that a **SEPARATE** rate offer **MUST** be submitted for **EACH** Agency Code for which a firm intends to submit a rate offer under the Offer Number 6S.....(Please refer to Section 13 for specific formatting instructions).

A. OFFER NUMBER: Please refer to Section 13 for complete formatting instructions:

Record ID	SCAC	Zone Identifier	Type of Offer	Offer Number	Reserved	Agency Identifier	Remainder of Positions 19 - 26
A1 or A2	4 Digit Carrier SCAC	6	S	Assigned by Carrier	0	Appropriate USPS Agency Code	Refer to Section 13

B. IDENTIFICATION OF ONE YEAR, ALTERNATING AGENCY CODES: Accepted rate offers will automatically expire April 30, 2002.

One Year, Alternating USPS SROs			
Origin	Destinations	Agency Code	Types of Rates Requested
Alliance Rubber, Hot Springs, AR 71901	All Points in CONUS including Intrastate	USPAR	Less Than Truckload & Truckload
DDD, Hayward, CA 94545	All Points in CONUS including Intrastate	USPCA	Less Than Truckload & Truckload
Dehler Manufacturing, Chicago, IL 60639	All Points in CONUS including Intrastate	USPCH	Less Than Truckload & Truckload
News Printing Co., Claysburg, PA 16625	All Points in CONUS including Intrastate	USPCL	Less Than Truckload & Truckload
MOS Scale, Costa Mesa, CA 92626	All Points in CONUS including Intrastate	USPCM	Less Than Truckload & Truckload
Chicago Tag & Label, Libertyville, IL 60048-2495	All Points in CONUS including Intrastate	USPCT	Less Than Truckload & Truckload
GFI Genfare, Elk Grove, IL 60007-5193	All Points in CONUS including Intrastate	USPEG	Less Than Truckload & Truckload
Express Priority Mail Service Center, Plainfield, IL 46168	All Points in CONUS including Intrastate	USPEP	Less Than Truckload & Truckload
Jebco, Warrenton, GA 30828	All Points in CONUS including Intrastate	USPGA	Less Than Truckload & Truckload
Auth Florence, Glendale Heights, IL 60139	All Points in CONUS including Intrastate	USPGH	Less Than Truckload & Truckload
Boneal Mfg, Means, KY 40346-0049	All Points in CONUS including Intrastate	USPKY	Less Than Truckload & Truckload
Baker Manufacturing Company, Pineville, LA 71360	All Points in CONUS including Intrastate	USPLA	Less Than Truckload & Truckload
D.V. Industries Pender, NE 68047	All Points in CONUS including Intrastate	USPNE	Less Than Truckload & Truckload

<b>One Year, Alternating USPS SROs</b>			
<b>Origin</b>	<b>Destinations</b>	<b>Agency Code</b>	<b>Types of Rates Requested</b>
American Locker, Jamestown, NY 14702	All Points in CONUS including Intrastate	USPNY	Less Than Truckload & Truckload
Superior, Jamestown Col, Jamestown, NY 14701-2828	All Points in CONUS including Intrastate	USPSJ	Less Than Truckload & Truckload
North American Manufacturing, Scranton, PA 18509	All Points in CONUS including Intrastate	USPSR	Less Than Truckload & Truckload
Bar Codes West, Seattle, WA 98102-3231	All Points in CONUS including Intrastate	USPWA	Less Than Truckload & Truckload
Moore Business Forms, Monroe, WI 53566-2323	All Points in CONUS including Intrastate	USPWI	Less Than Truckload & Truckload

8-4. SECTION RESERVED.

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8-5. HISTORICAL TRAFFIC VOLUME: **Traffic data for Fiscal Year 2000 was not available at the time this RFO was di** the following pages is historical traffic volume for Fiscal Year 1999, for the identified USPS facilities. These figures, unless spe of both Less Than Truckload and Truckload shipments, as a division between the two is unknown at this time. Although these n made, the data provided shall not be interpreted as a guarantee to the firm that future traffic will amount to these quantities. The that these quantities or any quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjus

Origin Code/Zip		Destination															
		AK		AL		AR		AZ		CA		CO		CT		DC	
		Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills
USPAR	71901	0	0	50,160	39	78,760	28	87,670	40	408,705	242	87,585	46	93,390	54	119,350	14
USPCA	94545	7,335	6	3,139	2	485	1	650,301	361	4,468,485	2,640	521,876	379	0	0	228	1
USPCH	60639	17,340	11	69,620	62	95,840	103	265,445	154	647,882	284	167,905	208	67,995	75	94,075	15
USPCL	16625	1,085	2	2,646	5	566	1	18,164	17	275,153	49	2,089	2	5,386	8	3,805	4
USPGA	30828	0	0	840	4	1,820	5	13,000	5	39,460	29	4,860	6	40,554	11	6,060	3
USPLA	71360	17,492	11	30,889	21	16,022	24	22,893	16	209,604	139	103,851	90	51,644	48	36,515	11
USPNE	68787	350	2	14,290	27	17,740	28	34,045	34	53,720	95	15,580	49	18,555	10	10,000	1
USPNY	14701	3,303	6	0	0	33,805	67	142,068	26	236,678	40	515,945	257	12,484	10	8,160	1
USPSR	18509	12,040	22	14,935	81	22,814	50	10,260	22	52,952	127	15,306	57	2,848	3	9,954	7
USPWA	98134	2,110	2	8,200	7	16,200	9	19,700	17	113,515	83	63,800	22	11,950	10	0	0
USPWC	67220	0	0	0	0	0	0	0	0	4,300	1	1,950	1	0	0	0	0
USPWI	53566	4,280	4	47,010	41	18,352	18	83,871	43	366,858	201	96,902	28	51,920	41	8,948	6

Origin Code/Zip		Destination															
		HI		IA		ID		IL		IN		KS		KY		LA	
		Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills
USPAR	71901	0	0	143,220	46	5,390	4	520,245	218	125,730	61	40,040	34	64,130	40	33,000	33
USPCA	94545	6,067	6	723	1	258,468	40	7,548	4	6,618	2	6,400	3	723	1	10,788	7
USPCH	60639	1,315	4	43,646	82	31,275	60	272,731	265	119,595	154	59,774	85	235,940	183	142,010	94
USPCL	16625	0	0	2,900	5	0	0	14,609	16	4,470	6	30,386	6	3,345	5	2,647	5
USPGA	30828	480	1	2,140	7	1,620	4	12,640	13	13,320	9	16,720	10	9,840	16	3,340	8
USPLA	71360	8,246	5	44,662	40	20,488	19	72,392	77	28,935	28	51,500	34	58,098	68	41,536	32
USPNE	68787	190	3	6,645	36	3,460	25	30,215	95	15,190	57	4,105	26	46,765	60	20,750	29
USPNY	14701	20,867	11	6,613	7	15,001	24	81,838	43	125,490	44	70,393	57	11,363	2	0	0
USPSR	18509	1,820	8	4,734	43	17,360	44	22,590	74	9,726	42	2,311	30	31,258	155	21,338	95
USPWA	98134	3,600	4	16,950	15	950	2	137,800	72	32,600	21	29,994	9	25,050	28	35,395	28
USPWC	67220	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
USPWI	53566	21,558	14	37,204	28	12,680	12	166,612	97	94,177	73	150,324	50	42,488	34	37,950	31

TABLES CONTINUED ON NEXT PAGE

Origin Code/Zip		Destination																	
		MI		MN		MS		MO		MT		NC		ND		NE		NH	
		Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills
USPAR	71901	92,865	99	168,190	61	22,440	26	130,240	86	2,640	5	71,555	74	3,685	8	69,025	17	18	
USPCA	94545	480	1	500	1	0	0	0	0	24,398	23	3,632	2	0	0	431,998	44	3	
USPCH	60639	204,750	228	134,801	93	31,310	45	147,789	191	21,815	48	154,635	221	8,750	31	61,255	32	32	
USPCL	16625	8,268	7	5,997	10	2,636	4	2,140	4	550	1	6,640	11	1,606	2	1,700	3		
USPGA	30828	31,420	41	7,460	20	0	0	3,900	2	0	0	8,064	7	1,220	2	12,690	11		
USPLA	71360	67,069	57	41,762	34	83,378	50	70,299	42	31,871	33	98,916	89	5,668	7	5,241	7	16	
USPNE	68787	25,050	75	10,360	36	6,930	23	31,710	79	675	8	32,805	99	560	6	16,665	14	2	
USPNY	14701	141,758	122	67,247	29	0	0	3,417	5	1,310	3	0	0	133	1	68,381	50	19	
USPSR	18509	19,096	44	6,604	47	19,550	60	24,254	131	18,246	55	67,787	142	4,532	21	1,818	23	8	
USPWA	98134	72,286	58	66,796	32	13,500	9	73,534	33	3,600	3	78,200	54	2,150	4	15,200	11	1	
USPWC	67220	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
USPWI	53566	125,607	86	68,728	58	16,374	16	81,512	57	7,617	8	121,549	93	9,790	10	21,416	17	16	

Origin Code/Zip		Destination																	
		NV		NY		OH		OK		OR		PA		PR		RI		SC	
		Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills
USPAR	71901	30,305	17	671,026	385	188,155	181	44,110	30	40,975	12	358,725	177	15,510	13	9,240	7	29	
USPCA	94545	500,415	150	12,773	10	970	1	163,329	142	240,747	171	5,773	3	0	0	723	1		
USPCH	60639	112,300	52	363,839	330	287,370	250	42,426	56	179,882	137	501,110	400	39,670	30	34,620	18	138	
USPCL	16625	983	2	30,392	39	11,458	15	2,868	4	3,399	4	15,270	22	3,844	6	1,500	1	1	
USPGA	30828	780	1	30,175	34	15,000	30	160	1	4,160	4	14,784	25	840	2	2,500	6	1	
USPLA	71360	18,898	13	171,441	182	73,478	87	18,788	23	18,573	15	272,728	152	29,664	21	19,708	16	50	
USPNE	68787	16,590	10	46,190	93	27,710	89	7,100	32	11,185	34	50,655	124	4,250	4	5,170	3	28	
USPNY	14701	405,574	75	93,530	78	10,312	16	0	0	235,413	69	147,085	182	0	0	96,980	25	2	
USPSR	18509	14,076	36	54,196	177	11,390	59	10,162	23	16,356	33	21,790	132	20,358	24	0	0	34	
USPWA	98134	25,060	12	94,624	63	37,800	18	39,850	23	78,675	20	93,674	53	0	0	2,200	3	61	
USPWC	67220	0	0	3,900	1	0	0	1,950	1	0	0	0	0	0	0	0	0		
USPWI	53566	33,178	20	214,997	132	125,838	73	31,172	13	54,170	31	129,907	87	0	0	18,954	11	34	

Origin Code/Zip		Destination																	
		TX		UT		VA		VT		WA		WI		WV		WY		Total	
		Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills	Weight	Bills
USPAR	71901	259,920	174	16,115	7	177,705	135	24,200	5	61,545	24	79,255	69	16,280	17	3,410	3	5,503	
USPCA	94545	1,592,881	1,031	232,450	153	2,169	1	0	0	342,734	224	2,556	2	15,939	3	51,124	36	9,787	
USPCH	60639	574,616	350	37,740	34	191,235	179	33,585	44	120,956	101	64,130	168	31,515	63	5,375	10	7,350	
USPCL	16625	20,001	29	0	0	12,402	17	554	1	14,954	15	2,891	4	545	1	555	1	653	
USPGA	30828	8,440	15	0	0	39,480	17	0	0	70,320	9	3,140	5	0	0	0	0	510	
USPLA	71360	253,902	127	14,957	9	67,074	70	21,658	16	34,979	33	45,129	36	29,452	32	8,151	16	3,151	
USPNE	68787	84,130	103	2,780	13	18,993	57	1,040	6	5,785	32	8,565	54	4,275	17	140	1	881	
USPNY	14701	792,735	120	54,866	67	88,998	46	133	1	87,713	78	15,883	17	1,227	3	88,828	41	4,276	
USPSR	18509	101,789	224	6,882	23	31,508	114	2,486	10	22,124	39	9,148	31	14,646	44	2,242	8	1,016	
USPWA	98134	153,886	81	19,450	13	45,500	40	2,950	6	142,400	40	24,600	17	6,750	11	1,600	2	2,105	
USPWC	67220	975	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	
USPWI	53566	209,138	122	42,307	29	103,968	57	10,720	13	90,310	62	60,366	40	9,934	13	5,260	3	3,572	

Note 1: Awards of Truckload and Less Than Truckload traffic will be made separately.

#### 8-6. EVALUATION AND CONSIDERATION OF LESS THAN TRUCKLOAD (LTL) TRAFFIC:

A. **TRAFFIC/RATES:** Carriers can assume that shipments will average 700 pounds per shipment. The USPS will allow carriers to provide through rates for interlined shipments for points within a state that the carrier does not service directly; however, the origin carrier will be accountable for the quality of service for the interlined shipments and will be required to make any interline settlements. Delivering interline carriers will not be allowed to collect the line-haul freight charges.

B. **EVALUATION:** In all instances the USPS reserves the right to divide traffic among several carriers if a single carrier is unable to provide the desired service. Please provide us your best rate for the states you are interested in serving and you will be given preference for serving all 48 states plus the District of Columbia but you will not be excluded if do not serve the entire U.S. However if you bid on a state, you or an interline carrier must serve all points in that state at the rate provided. This means for some origin points the USPS will take the option to use more than one carrier to service "All Points". Evaluation of carrier service will be the sole responsibility of the USPS. In assigning traffic, the USPS will consider the following:

1. Past carrier performance;
2. Availability of carrier provided, personal computer-based, bill of lading preparation software;
3. Ability to accept shipment information and submit freight invoices via electronic data interchange;
4. Level of rates offered.

#### 8-7. EVALUATION AND CONSIDERATION OF TRUCKLOAD (TL) TRAFFIC:

A. **TRAFFIC/RATES:** The USPS expects to ship approximately 3,000 truckload shipments from the identified origins to the CONUS destinations. Please note that estimates provided shall not be interpreted as a guarantee to the carrier that traffic will amount to these quantities. The Government makes no guarantee that these quantities or any quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments. The USPS/GSA **WILL NOT** accept TL rate offers submitted as a percentage of the TL rates identified in the GSA Baseline Rate Table Publication 1000-D.

B. **EVALUATION:** The USPS intends to utilize a single TL carrier for all shipments; however, the USPS reserves the right to divide traffic among several carriers if a single carrier is unable to provide the desired service. Evaluation of carrier service will be the sole responsibility of the USPS. In addition to the evaluation factors identified in Paragraph 8-6.B.,above, the USPS will also consider the following in assigning TL traffic:

1. Equipment is supplied for at least 95% of all TL shipping requests;
2. Shipper/Receiver feedback does not produce negative comments about service more often than once per 100 TL shipments;
3. Standard transit times identified in the GSA General Freight Tender of Service No. 1-F are adhered to for at least 95% of all TL shipments;
4. Overall level of TL rates offered are generally competitive with those submitted by other carriers; and
5. Preference will be given to carriers that handle TL shipments over-the-road between origin and destination due to the lower damage experience and better transit time reliability; however, the USPS will consider carriers that utilize intermodal services for long-distance movements if these concerns are managed to the USPS's satisfaction.

8-8. **USPS CONTACT:** Questions concerning USPS freight, please call (202) 268-2123. For USPS past due freight bills or payment processing questions, please call (215) 931-5152.

8-9. **FILE FORMAT REQUIREMENTS:** Please refer to Section 13.

**SECTION 9**  
**IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR**  
**THE SUBMISSION OF FIRE SUPPRESSION SUPPORT SERVICE RATE OFFERS**

**SPECIAL NOTE:**

The importance of the National Wildlife Protection Program cannot be overstated, and that is why we are highly encouraging carrier representatives to attend a training the GSA will be hosting at the Western Distribution Center (WDC), Stockton, CA.

The program will be very informative and worth your while. We will feature a U.S. Fire Fighter, Ray Bali, GSA Fire Program Coordinator and other GSA staff discussing all the requirements entailing this traffic.

**Meeting Date:** March 8, 2001  
**Meeting Time:** 10:00 a.m. – 12:00 noon  
**Location:** GSA, WDC  
Building 414, Rough & Ready Island  
Stockton, CA 95203

**FOR RESERVATIONS, PLEASE CONTACT CHRIS COLEY, (209) 946-6053**

9-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: The General Services Administration (GSA) is requesting non-alternating rate offers for the provision of wildlife protection equipment and supplies to the U.S. Forest Service Regions for Fire Suppression Support Services. Identified below are the Destination Service Area Codes and Destination States that have been established for shipments originating from GSA's Western Distribution Center (WDC), Stockton, CA. Please note that separate rate offers **MUST** be submitted for each Destination Service Area under the offer number 6D WDC (Please refer to Section 13). As a result, one rate offer would consist of: 1) one set of F1 through FF Billing/Reporting records; 2) one A1 or A2/A3 Header Record; and 3) one C3 Rate Record. If the origin/destination is a particular city or cities, the accepted rate offer will only be applicable to the identified city or cities and not the entire state in which the city or cities are located. Rates may be, but are not required to be, submitted for all origins/destinations requested. Rates submitted for origins/destinations not requested will automatically be rejected.

All rate offers **MUST** be submitted as a cents-per-mile with a minimum charge per vehicle per used – a C3 rate record **MUST** be used. **NO** less-than-truckload rate offers will be accepted.

**PLEASE NOTE:** Only those rate offers submitted by the Initial Filing due date identified in Paragraph 1-2.A. will be considered for acceptance. **NO** supplemental filings as identified in Paragraph in 1-2.E. will be accepted.

A. OFFER NUMBER: Please refer to Section 13 for complete formatting instructions:

Record ID	SCAC	Zone Identifier	Type of Offer	Offer Number	Reserved	Agency Identifier	Remainder of Positions 19 - 26
A1 or A2	4 Digit Carrier SCAC	6	<b>D</b>	Assigned by Carrier	0	WDC followed by the Appropriate Destination Service Area Code	Refer to Section 13

B. IDENTIFICATION OF NON-ALTERNATING AGENCY CODES:

Destination Service Area Code	Destination Service Area Description	PUC Mileage from WDC to Dest. Service Area		Destination Service Area Code	Destination Service Area Description	PUC Mileage from WDC to Dest. Service Area
01	Alturas, CA	356		GA	Georgia	
02	Amador, CA	60		ID	Idaho	
03	Arcadia, CA	360		IL	Illinois	
04	Downieville, CA	170		IN	Indiana	
05	Elsinore, CA	422		IA	Iowa	
06	Eureka, CA	349		KS	Kansas	
07	Fairfield, CA	58		KY	Kentucky	
08	Fortuna, CA	329		LA	Louisiana	
09	Fresno, CA	127		ME	Maine	
10	Hesperia, CA	392		MD	Maryland	
11	Holister, CA	109		MA	Massachusetts	
12	King City, CA	177		MI	Michigan	
13	Lathrop, CA	10		MN	Minnesota	
14	Los Angeles, CA	362		MS	Mississippi	
15	Ontario, CA	370		MO	Missouri	
16	Mariposa, CA	113		MT	Montana	
17	Melones Reservoir, CA	70		NE	Nebraska	
18	Monterey, CA	70		NV	Nevada	
19	Napa, CA	79		NH	New Hampshire	
20	Pioneer (Sacramento City), CA	51		NJ	New Jersey	
21	Porterville, CA	200		NM	New Mexico	
22	Pt. Hueneme, CA	362		NY	New York	
23	Redding, CA	213		NC	North Carolina	
24	Santa Barbara, CA	363		ND	North Dakota	
25	Somesbar, CA	384		OH	Ohio	
26	Three Rivers, CA	196		OK	Oklahoma	
27	Willits, CA	200		OR	Oregon	
28	Willow Creek, CA	329		PA	Pennsylvania	
29	Wilton, CA	36		RI	Rhode Island	
30	Yreka, CA	314		SC	South Carolina	
31	Yosemite, CA	148		SD	South Dakota	
AK	Alaska (via highway mile ONLY)			TN	Tennessee	
AL	Alabama			TX	Texas	
AZ	Arizona			UT	Utah	
AR	Arkansas			VT	Vermont	
CA	California (to points other than those cities identified by 01-31)			VA	Virginia	
CO	Colorado			WA	Washington	
CT	Connecticut			WV	West Virginia	
DE	Delaware			WI	Wisconsin	
DC	District of Columbia			WY	Wyoming	
FL	Florida					

9-2. **SPECIFIC REQUIREMENTS:** When submitting rate offers for the identified Fire Suppression Support Services, please consider the following:

- A. Items 480 and 1040 of the GSA National Rules Tender 100-D, supplements and reissue thereto, will be used as the basis for Expedited Service and Dual Driver Service when required to meet the Required Delivery Date;
- B. Submitted cents per mile rate offers **WILL INCLUDE**, at no additional cost, the five (5) services detailed below:
  - 1. Exclusive Use of Vehicle;
  - 2. Twenty-Four Hour Availability;
  - 3. Pickup within Two Hours from Notification for Equipment; and
  - 4. Delivery within the Required Delivery Date and Time Shown on the GBL; and
  - 5. Direct Continuous Movement to Destination with Expedited Service.

9-3. **PERFORMANCE STANDARDS:** Identified below are the performance standards that **MUST** be met. Service failures will be documented in writing to the carrier by GSA's Transportation Management Branch, San Francisco, CA. Unsatisfactory performance will result in suspension from participation in the Fire Suppression Support Services traffic:

- A. Timely response for pickup in accordance with the scheduled date and time requested by the WDC, Stockton, CA;
- B. Required Delivery Date and time as shown on the GBL with the direct, continuous movement to destination; and
- C. Consignee copies of the GBL **MUST** accompany the shipment and **MUST BE GIVEN** to the consignee at the time of delivery. Proper distribution of the shipping documentation is of great importance. Carriers are to ensure that their terminal operations' personnel and all drivers are given instructions to provide the consignee (BLUE) copy of the GBL delivery.

Offers from carriers that were suspended for non-performance during the 2000 Fire Season will not be considered for this traffic.

9-4. **FILE FORMAT REQUIREMENTS:** Please refer to Section 13.

## SECTION 10

### IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE SUBMISSION OF NON-ALTERNATING SRO RATE OFFERS

10-1. IDENTIFICATION OF NON-ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below are the Federal civilian agencies/locations for which the General Services Administration (GSA) is requesting non-alternating SRO rate offers. Please note that information provided below with regard to “Estimated Annual Tonnage and/or # of Shipments Annually” is provided as an estimate of the traffic volume and shall not be interpreted as a guarantee to the firm that traffic will amount to these quantities. The Government makes no guarantee that these quantities or any quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments. Please note a **SEPARATE** rate offer **MUST** be submitted for **EACH** non-alternating SRO identified for which a firm intends to submit a rate offer under the Offer Number 6N...(Please refer to Section 13 for complete formatting instructions). If the origin/destination is a particular city or cities, the accepted rate offer will only be applicable to the identified city or cities and not the entire state in which the city or cities are located. Accepted rate offers will only apply to the specific agency/location identified and not the entire agency. Rates may be, but are not required to be, submitted for all origins/destinations requested.

A. OFFER NUMBER: Please refer to Section 13 for complete formatting instructions:

Record ID	SCAC	Zone Identifier	Type of Offer	Offer Number	Reserved	Agency Identifier	Remainder of Positions 19 - 26
A1 or A2	4 Digit Carrier SCAC	6	N	Assigned by Carrier	0	Appropriate Agency Code	Refer to Section 13

B. IDENTIFICATION OF NON-ALTERNATING AGENCY CODES:

AGENCY /ORIGINS	DESTINATIONS	AGENCY CODE	EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY	COMMODITIES SHIPPED	SPECIAL REQUIREMENTS
Bureau of the Census, Data Preparation Division, Jeffersonville, IN	Boston, MA; Detroit, MI; New York, NY; Philadelphia, PA; Westchester, IL; Kansas City, KS; Seattle, WA; Charlotte, NC; Atlanta, GA; Dallas, TX; Lakewood, CO; and Van Nuys, CA	BOCIN	720,000 lbs. 6,000 shipments (60,000 lbs., 50 shipments per destination)	Office supplies, Forms, and Paper	*Pickup between 1:30 pm and 3:30 pm. *Delivery by appointment only.
Social Security Administration, Office of Receiving Storage & Issue, Baltimore, MD	All Points in CONUS	SSAMD	4,817,287 lbs 5,106 shipment.	Printed Material, Forms, and Publications	None
US Coast Guard, Traverse City, MI	All Points in CONUS	USCMI	1,000,000	Various FAK	None

TABLE CONTINUED ON NEXT PAGE

AGENCY /ORIGINS	DESTINATIONS	AGENCY CODE	EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY	COMMODITIES SHIPPED	SPECIAL REQUIREMENTS
US Coast Guard, Columbia, MD	All Points in CONUS	USCMD	500,000	FAK (consisting of vessel parts, aviation supplies, and electronic equipment)	None
US Coast Guard, Curtis Bay, MD	All Points in CONUS	USCCB	1,000,000	FAK (consisting of vessel parts, aviation supplies, electronic equipment)	None
FPI, UNICOR, Alderson, WV	Somerville, NJ	FPIWV	100,000 lbs. 20 shipments	Postal Inserts	*Drivers required to fill out Form BP-S224.022 (Notification To Visitor) vehicle search.
FPI, UNICOR, Loretto, PA	Red River Army Depot, Texarkana, TX	FPIPA	153,924 lbs. 110 shipments	Cable Assemblies	*Subject to search.
FPI, UNICOR, Manchester, KY	Burlington, NJ, Palmetto, GA, Ft. Worth, TX, and Stockton, CA	FPIMC	19,682 lbs. 21 shipments	Tarpaulins	*Vehicles and Persons subject to search. *Pickup/delivery times are 7:30 am to 3:00 pm Monday thru Friday.
FPI, UNICOR, Tuscon, AZ	Stockton, Lathrop, and San Diego, CA; Palmetto, GA; Burlington, NJ; West Point, NY; Ft. Worth, TX; Richmond, VA; Ft. Meade, MD; and Washington, DC	FPIAZ	193,550 lbs. 115 shipments	Painters Dropcloths	*Loads picked up outside the institution MUST be picked up & delivered between 8:00 am and 2:00 pm. *Loads picked up inside the institution MUST be picked up at 5:30 am. *Inside docks are only used for pickups. *Empty trailers must be spotted at 5:30 am on one day and picked up at 5:30 am on the next day to insure that no inmates are hiding in trailer.
FPI, UNICOR, Boron, CA	Three Rivers, TX & San Diego, CA	FPICA	609,000 lbs. 17 shipments	Vehicular components, Forklifts	*Pickup and deliveries MUST be performed between 8:00 am and 10:40 am and between 11:30 am and 3:00 pm.
FPI, UNICOR, Florence, CO	All points in CONUS and Intrastate CO	FPIFR	8,002,000 lbs. 5150 shipments	Furniture	*Pickup and delivery between 6:00 am and 3:00 pm Monday thru Friday.
FPI, UNICOR, Jessup, GA	Mechanicsburg, PA; Tracy CA; and Richmond, VA	FPIJE	967,296 lbs. 84 shipments	T-Shirts, Pants	*No weapons or ammunition. *Pickup & delivery between 8:00 am and 11:00 am & between 12:30 pm and 3:30 pm ONLY.
FPI, UNICOR, Fort Dix, NJ	All points in TN, NY, GA, PA, MD, MA, TX, KS, CA, VA, IL, SC, MS, WA, IL, CO, FL, ME, NV	FPINJ	4,634,616 lbs. 1980 shipments	Wooden plaques, Specialty fabric bags	*Pickup and delivery between 8:00 am and 2:30 pm ONLY. *Trucks entering compound must be escorted by Facility Staff at all times.
FPI, UNICOR, Sandstone, MN	All points in CONUS	FPISA	700,000 lbs. 1300 shipments	Printing material	*Pickup at 8:30 am Monday thru Friday excluding Holidays.
FPI, UNICOR, Atlanta, GA	All Points in CONUS	FPIGA	Unknown	Mattresses & Upholstered Box Springs	None
FPI, UNICOR, Seagoville, TX	All Points in CONUS	FPITX	350	Ergo High/Low Back Chairs	None
FPI, UNICOR, Raybrook, NY	Burlington, NJ; Mechanicsburgh, PA; Stockton and Tracy, CA; Richmond, VA; and Columbus, OH	FPINY	2,980,289 lbs. 481 shipments	Gloves, Canteen Covers, Disaster Blankets	None

10-2. FILE FORMAT REQUIREMENTS: Please refer to Section 13.

# **SECTION 11** **IDENTIFICATION OF ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE** **SUBMISSION OF FEDERAL AVIATION ADMINISTRATION, OKLAHOMA CITY, OK RATE** **OFFERS**

11-1. IDENTIFICATION OF ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below is the Federal Aviation Administration (FAA), Oklahoma City, OK location for which the General Services Administration (GSA) is requesting alternating SRO rate offers. Rates will only be accepted for the origins/destinations identified below and a **SEPARATE** rate offer **MUST** be submitted for the FAA, Oklahoma City, OK under the Offer Number 6S FAAOK (please refer to Section 13 for complete formatting instructions). Please note that **“BETWEEN”** rate offers are being requested for the FAA, Oklahoma City, OK. By **“BETWEEN”** it is meant that the same rate offered from the FAA, Oklahoma City, OK to a destination will also apply from the destination state to the FAA, Oklahoma City, OK. Rates may be, but are not required to be, submitted for all origins/destinations requested.

A. OFFER NUMBER: Please refer to Section 13 for complete formatting instructions:

Record ID	SCAC	Zone Identifier	Type of Offer	Offer Number	Reserved	Agency Identifier	Remainder of Positions 19 - 26
A1 or A2	4 Digit Carrier SCAC	6	S	Assigned by Carrier	0	FAAOK	Refer to Section 13

B. IDENTIFICATION OF ALTERNATING AGENCY CODE:

AGENCY /ORIGINS - DESTINATION	DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
FAA, Oklahoma City, OK	All Points in CONUS	FAAOK	Less Than Truckload and Truckload

11-2. FILE FORMAT REQUIREMENTS: Please refer to Section 13.

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## SECTION 12

### IDENTIFICATION OF ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC FOR THE SUBMISSION OF ALTERNATING SRO RATE OFFERS

12-1. IDENTIFICATION OF ALTERNATING STANDING ROUTE ORDER (SRO) TRAFFIC: Listed below are the Federal civilian agencies/locations for which the General Services Administration (GSA) is requesting alternating SROs. Please note that information provided below with regard to “Estimated Annual Tonnage and/or # of Shipments Annually” is provided as an estimate of the traffic volume and shall not be interpreted as a guarantee to the firm that traffic will amount to these quantities. The Government makes no guarantee that these quantities or any quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments. Please note a **SEPARATE** rate offer **MUST** be submitted for **EACH** alternating SRO identified for which a firm intends to submit a rate offer under the Offer Number 6S (please refer to Section 13 for complete formatting instructions). If the origin/destination is a particular city or cities, the accepted rate offer will only be applicable to the identified city or cities and not the entire state in which the city or cities are located. Accepted rate offers will only apply to the specific agency/location identified and not the entire agency. Rates may be, but are not required to be, submitted for all origins/destinations requested.

A. OFFER NUMBER: Please refer to Section 13 for complete formatting instructions:

Record ID	SCAC	Zone Identifier	Type of Offer	Offer Number	Reserved	Agency Identifier	Remainder of Positions 19 - 26
A1 or A2	4 Digit Carrier SCAC	6	S	Assigned by Carrier	0	Appropriate Agency Code	Refer to Section 13

B. IDENTIFICATION OF ALTERNATING AGENCY CODES:

AGENCY/ORIGIN	DESTINATIONS	AGENCY CODE	EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY	COMMODITIES SHIPPED	SPECIAL REQUIREMENTS
USDA, APHIS/PPQ/RMSS/Facility Mgmt. Purchasing Sections, Edinburg, TX	All Points in CONUS	USDTX	Unknown	FAK	NONE
Bureau of the Public Debt, Savings Bonds Marketing Office, Washington, DC - <b>Origin - Jessup, MD</b>	All Points in CONUS	BPDMD	Unknown	FAK	NONE
Railroad Retirement Board, Chicago, IL	All Points in CONUS	RRBIL	Unknown	FAK	*Inside pickup and/or inside delivery upon request.
FPI, UNICOR, Terminal Island, CA	All Points in CONUS	FPITI	13,344,015 lbs. 3,250 shipments	Steel Shelving/Steel Lockers	*Trailers must be spotted overnight. *Trailers available for pickup between 8:30 am and 10:45 am and between 12:00 pm and 2:00 pm
FPI, UNICOR, Schuylkill, PA	All Points in CONUS	FPISK	180,000 lbs. 3,000 shipments	Systems furniture	*Pickup between 7:30 am and 10:30 am and between 11:30 am and 3:00 pm.
FPI, UNICOR, Montgomery, PA	All Points in CONUS	FPIMG	5,475,156 lbs. 6,744 shipments	Furniture, Upholstery, and Wood products	*Warehouse is located within the compound of the Federal Prison Camp-Allenwood. *Drivers must seek approval for entrance at the entry gate of the compound. *Equipment and driver are subject to search. *At times, Special Handling, is required at point of delivery.
FPI, UNICOR, Terre Haute, IN	All Points in CONUS	FPIIN	3,407,332 lbs. 902 shipments	Terry products, Mail bags	*Pickup and Delivery Times between 7:30 am and 11:00 am and between 12:00 pm and 2:30 p.m.

TABLE CONTINUED ON NEXT PAGE

AGENCY/ORIGIN	DESTINATIONS	AGENCY CODE	EST. ANNUAL TONNAGE AND/OR # OF SHIPMENTS ANNUALLY	COMMODITIES SHIPPED	SPECIAL REQUIREMENTS
FPI, UNICOR, Anthony, NM	All Points in CONUS	FPINM	Unknown	FAK	None
FPI, UNICOR, Bastrop, TX	All Points in CONUS	FPIBA	Unknown	FAK	None
FPI, UNICOR, Texarkana, TX	All Points in CONUS	FPITE	Unknown	FAK	None
FPI, UNICOR, Oakdale, LA	All Points in CONUS	FPILA	Unknown	FAK	None
FPI, UNICOR, Lexington, KY	All Points in CONUS	FPIKY	Unknown	FAK	None
FPI, UNICOR, Miami, FL	All Points in CONUS	FPIFL	Unknown	FAK	None
FPI, UNICOR, Florence, CO	All Points in CONUS	FPICO	Unknown	FAK	None
FPI, UNICOR, Tallahassee, FL	All Points in CONUS	FPITA	Unknown	FAK	None
FPI, UNICOR, Memphis, TN	All Points in CONUS	FPITN	Unknown	FAK	None
FPI, UNICOR, Sandstone, MN	All Points in CONUS	FPISD	Unknown	FAK	None
FPI, UNICOR, Duluth, MN	All Points in CONUS	FPIDL	Unknown	FAK	None
FPI, UNICOR, Milan, MI	All Points in CONUS	FPIMI	Unknown	FAK	None
FPI, UNICOR, Oxford, WI	All Points in CONUS	FPIWI	Unknown	FAK	None
FPI, UNICOR, Leavenworth, KS	All Points in CONUS	FPIKS	Unknown	FAK	None
FPI, UNICOR, Ashland, KY	All Points in CONUS	FPIAS	2,400,000 lbs. 6,000 shipments	Laminated office furniture	*Merchandise is palletized. *Pickup and delivery times are between 7:30 am and 2:30 pm Monday thru Friday and Saturdays upon request

12-2. FILE FORMAT REQUIREMENTS: Please refer to Section 13.

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## SECTION 13 FILE FORMAT REQUIREMENTS

13-1. **FILE FORMAT REQUIREMENTS:** Carriers not utilizing the rate filing capabilities of the Interagency Transportation Management System (ITMS), must adhere to the file format requirements identified in this Section 13 when creating rate offers for submission. Rate offers received that do not conform to these format requirements will be found unacceptable. Please note, however, that this Section 13 can provide general information to those carriers utilizing ITMS to create their rate offers.

**NOTE:** When the rate file is completed, it **MUST** be saved as an unformatted ASCII (Text Only) flat file (e.g. no tab characters, etc.) before attempting to transfer the file.

13-2. **CARRIER BILLING/REPORTING RECORD FORMAT REQUIREMENTS.** In addition to each carrier's header records and rate records for all rate offers filed in accordance with this RFO, all carriers must file ONE SET of the following "F Records" at the beginning of EVERY RATE FILE submitted to GSA. Carriers NOT utilizing the rate filing capabilities of the Interagency Transportation Management System (ITMS) must adhere to the following format requirements. The following record format requirements must be met for the ITMS to accept each carrier's rates and charges. Submissions received from carriers or Rate Filing Service Providers not conforming to record requirements will not be accepted by ITMS and the carrier will be notified as set in out in Section 1-2.C. of this RFO.

### A. BILLING/REPORTING RECORDS.

#### 1. Header Record.

Record Field	Maximum Positions	Contents
Record ID	2	F1
SCAC	4	4 Digit Standard Carrier Alpha Code
Separator	1	\ [backslash]
Company Name	45	
Separator	1	\ [backslash]
Reserved	1	Enter R
Separator	1	\ [backslash]
Effective Date--YYYYMMDD	8	Must be 20010501 for Initial Filing, Must be 20011101 for Supplemental Filing
Separator	1	\ [backslash]
Taxpayer Identification Number	9	TIN assigned by the IRS to the Participant.

#### 2. Mailing Address Record.

##### a. Company's Authorized Official.

Record Field	Maximum Positions	Contents
Record ID	2	F2
Authorized Government Representative	45	Name of Company's authorized official/Government contact. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

##### b. Company's Authorized Official Title.

Record Field	Maximum Positions	Contents
Record ID	2	F3
Government Representative's Title	45	Title of the Company's authorized official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

c. Company's Mailing Address.

Record Field	Maximum Positions	Contents
Record ID	2	F4
Company's Mailing Address	45	Company's official mailing address. If the street address is longer than the allotted positions, you must abbreviate.

d. Company's City/State/Zip Code.

Record Field	Maximum Positions	Contents
Record ID	2	F5
Company's Mailing Address - City	45	City of Company's mailing address. If the City are longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Company's Mailing Address - State	2	State of Company's mailing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Company's Mailing Address- Zip Code	10	Zip Code of Company's mailing address. Use either US Postal Service five or 10 position Zipcode.

e. Company's Telephone Number/Facsimile Number.

Record Field	Maximum Positions	Contents
Record ID	2	F6
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Company's authorized government official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Company's authorized government official.

f. Company's Internet Address.

Record Field	Maximum Positions	Contents
Record ID	2	F7
Internet Address	45	Internet address of Company's authorized government official.

g. Company's Shipment Booking Office Facsimile Number.

Record Field	Maximum Positions	Contents
Record ID	2	F8
Shipment Booking Office Facsimile Number	12	Facsimile Number of Company's authorized Shipment Booking Office. This number should be the fax number that corresponds with the telephone number listed in any rate offers, which appears in the GSA ITMS cost comparison.

### 3. BILLING ADDRESS RECORD.

#### a. Company's Authorized Billing Official.

Record Field	Maximum Positions	Contents
Record ID	2	F9
Authorized Billing Representative	45	Name of Company's authorized billing official. If the name of the authorized official is longer than the allotted positions, abbreviate or use initials of first and/or middle name plus full last name.

#### b. Company's Authorized Billing Official Title.

Record Field	Maximum Positions	Contents
Record ID	2	FA
Government Representative's Title	45	Title of the Company's authorized billing official. If the title of the authorized official is longer than the allotted positions, you must abbreviate.

#### c. Company's Billing Address.

Record Field	Maximum Positions	Contents
Record ID	2	FB
Company's Billing Address	45	Company's official billing address. If the street address is longer than the allotted positions, you must abbreviate.

#### d. Company's Billing City/State/Zip Code.

Record Field	Maximum Positions	Contents
Record ID	2	FC
Company's Billing Address - City	45	City of Company's billing address. If the City are longer than the allotted positions, you must abbreviate City using State abbreviation.
Separator	1	\ [backslash]
Company's Billing Address - State	2	State of Company's billing address. Use US Postal Service Abbreviation.
Separator	1	\ [backslash]
Company's Billing Address- Zip Code	10	Zip Code of Company's billing address. Use either US Postal Service five or 10 position Zipcode.

#### e. Company's Billing Telephone Number/Facsimile Number.

Record Field	Maximum Positions	Contents
Record ID	2	FD
Telephone Number or Voice Mail Number	12	Telephone number or voice mail number of Company's authorized billing official.
Separator	1	\ [backslash]
Facsimile Number	12	Facsimile Number of Company's authorized billing official.

f. Company's Billing Internet Address.

Record Field	Maximum Positions	Contents
Record ID	2	FE
Billing Internet Address	45	Internet address of Company's authorized billing official.

4. Company's Minority/Women-Owned Status.

Record Field	Maximum Positions	Contents
Record ID	2	FF
Minority/Women-Owned Business	1	Enter N for non-minority or non-women-owned Enter M for minority-owned Enter W for women-owned Enter B for BOTH for a minority and woman-owned.

B. EXAMPLE.

F1ABCD\YOUNG MOVING AND STORAGE\R\20010501\13-214567  
 F2JOHN DOE  
 F3PRESIDENT  
 F41500 BANNISTER RD RM 1076  
 F5KANSAS CITY\MO\64131  
 F6816-823-3646\816-823-3656  
 F7CYOUNG@AOL.COM  
 F8816-823-5555  
 F9JANE BLACK  
 FAACCOUNTS RECEIVABLE REP  
 FB1500 BANNISTER RD RM 1006  
 FCKANSAS CITY\MO\64131  
 FD816-823-1111\816-823-2222  
 FEJANEBLACK@AOL.COM  
 FFW

Note: Zero fills or spaces are not required; if an entry is longer than the maximum number of positions, it will be automatically truncated to the maximum number of positions available.

### 13-3. HEADER RECORDS:

#### A. Header Record for Common/Contract Carriers, Freight Forwarders, and Rail Carriers:

Example:

A1ABCD6G12340 20010501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A1
SCAC	3-6	4 Digit Standard Carrier Alpha Code
Offer Number	7-18	Offer Identifier
Zone Identifier	7-7	6 (Position 7-7 of this type of header record will always be a "6")
Type of Offer	8-8	G (G for the General Offer identified in Section 6) N (N for the Non-Alternating SROs identified in Sections 8 and 10) S (S for the Alternating SROs identified in Sections 8, 11 and 12) D (D for the Non-Alternating SROs identified in Sections 7 and 9)
Carrier Assigned Offer Number	9-12	Example: 1234 (May be numeric, alphabetic, or a combination but MUST contain at least one character. If not all four positions are used, enter spaces (USE SPACE BAR)).
Reserved	13-13	Enter a zero (0).
SRO Agency Identifier	14-18	For General Offers (G) (Section 6), enter five spaces (USE SPACE BAR). For Non-Alternating SROs (N), use the appropriate Agency Code identified in Sections 8 and 10. For Alternating SROs (S), use the appropriate Agency Code identified in Sections 8, 11 and 12. For Non-Alternating SROs (D), use the appropriate Agency Code identified in Sections 7 and 9 followed by the appropriate two digit/character Destination Service Area Code/Destination state
Effective Date - YYYYMMDD	19-26	20010501 or 20011101 (see Par.1-2.F.1. and 2.)
Carrier Name	27-61	Name of Offering Carrier. If all positions are not utilized, enter spaces (USE SPACE BAR).
TPA Code	62-67	Enter the offering firm's Trading Partner Agreement #. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Submitter Code	68-73	Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Carrier's SCAC if transmitting its rates itself. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Taxpayer Identification Number (TIN)	74-82	TIN assigned by the Internal Revenue Service (IRS) to the carrier. The TIN MUST be provided.
Filler	83-174	Empty Space

NOTE: When entering information, use all upper case letters.

B. Header Record for Brokers and Shipper Agents/Intermodal Marketing Companies:

Example:

A2BBBS6S45670FAAOK20010501BB BROKERAGE SERVICE(POSITIONS 47-61 IN SPACES)BBBS95BBBS 13-214567(POS 83-174 FILLER)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A2
SCAC	3-6	4 Digit Standard Carrier Alpha Code
Offer Number	7-18	Offer Identifier
Zone Identifier	7-7	6 (Position 7-7 of this type of header record will always be a "6")
Type of Offer	8-8	G (G for the General Offer identified in Section 6) N (N for the Non-Alternating SROs identified in Sections 8 and 10) S (S for the Alternating SROs identified in Sections 8, 11, and 12) D (D for the Non-Alternating SROs identified in Sections 7 and 9)
Broker or Shipper Agent Assigned Offer Number	9-12	Example: 1234 (May be numeric, alphabetic, or a combination but MUST contain at least one character. If not all four positions are used, enter spaces (USE SPACE BAR)).
Reserved	13-13	Enter a zero (0).
SRO Agency Identifier	14-18	For General Offers (G) (Section 6), enter five spaces (USE SPACE BAR). For Non-Alternating SROs (N), use the appropriate Agency Code identified in Sections 8 and 10. For Alternating SROs (S), use the appropriate Agency Code identified in Sections 8, 11, and 12. For Non-Alternating SROs (D) use the appropriate Agency Code identified in Sections 7 and 9 followed by the appropriate two digit/character Destination Service Area Code/Destination state
Effective Date - YYYYMMDD	19-26	20010501 or 20011101 (see Par.1-2.F.1. and 2.)
Broker or Shipper Agent Name	27-61	Name of Offering Broker or Shipper Agent. If all positions are not utilized, enter spaces (USE SPACE BAR).
TPA Code	62-67	Enter the offering firm's Trading Partner Agreement #. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Submitter Code	68-73	Rate Filing Service Provider Code, Tariff Publishing Agent Code, or Offering Broker's/Shipper Agent's SCAC if transmitting its rates itself. If all six (6) positions are not utilized, enter spaces (USE SPACE BAR).
Taxpayer Identification Number (TIN)	74-82	TIN assigned by the Internal Revenue Service (IRS) to the Broker or Shipper Agent. The TIN MUST be provided.
Filler	83-174	Empty Space

NOTE: When entering information, use all upper case letters.

C. Header Record for the Underlying Carriers Represented by a Broker or a Shipper Agent/Intermodal Marketing Company:

Example:

A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)  
A3PMVB FHYV NCHJ XMKJ XBFD XEBG KIZA QWBV RLMF GHYV CBDU JYXE POQW MKXS RGAL (Continue for a total of 34 SCACS)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	A3
SCAC	3-6	SCAC of First Underlying Carrier Represented by the Broker/Shipper Agent
Filler	7-7	Space (USE SPACE BAR)
SCAC	8-11	SCAC of Second Underlying Carrier Represented by the Broker/Shipper Agent
Filler	12-12	Space (USE SPACE BAR)
SCAC	13-16	SCAC of Third Underlying Carrier Represented by the Broker/Shipper Agent
Filler	17-17	Space (USE SPACE BAR)
REPEAT FORMATTING PROCESS UNTIL ALL UNDERLYING CARRIERS HAVE BEEN IDENTIFIED FOR A MAXIMUM OF 34 SCACS PER LINE - IF ADDITIONAL SPACE IS NEEDED, BEGIN NEXT LINE WITH A3 AND REPEAT FORMATTING PROCESS SHOWN ABOVE.		

#### 13-4. RATE RECORDS:

A. Rate Record for Rate Offers Based on a Percent of the Minimum Charge, a Percent of the Less Than Truckload, and a Percent of the Truckload Rates Identified in the GSA Baseline Rate Table Publication No. 1000-D.

**PLEASE NOTE:** Cannot be used for: Intrastate Alaska traffic identified in Section 6  
 CFSP traffic identified in Section 7  
 USPS traffic identified in Section 8  
 WDC traffic identified in Section 9

Example:

B1MOKS800-333-4444098100095                      100  
 B1MOKS800-333-4444098100095                      000095080100(Continue entering % until a % has been offered for all Required Item %)

**NOTE: Rate Record MUST ALL Fit on One (1) Line.**

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	B1
From/To	3-6	Origin State and Destination State.
Phone Number	7-18	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 090, 100. If not offering a Percent of Minimum Charge, enter zeros (000) to indicate Not Applicable.
Percent of Less Than Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 089, 102. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable.
Percent of Truckload	25-27	Percent of the Truckload Base Rate being Offered. Examples: 075, 108. If not offering a Percent of Truckload, enter zeros (000) to indicate Not Applicable.
Filler	28-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter three zeros (000) in the appropriate positions for those Items. Percentages <b>must</b> be offered for all Required Items not indicated with **.

B. Rate Record for Rate Offers Based on a Percent of the Minimum Charge and a Percent of the Less Than Truckload Rates Identified in the GSA Baseline Rate Table Publication No. 1000-D **and** Cents Per Mile for Truckload Rates when Based on a State to State Basis:

**PLEASE NOTE:** Cannot be used for: CFSP traffic identified in Section 7  
WDC traffic identified in Section 9

Example:

B2KSMO800-555-9898099097089045000 095

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	B2
From/To	3-6	Origin State and Destination State. (or numeric codes for intra Alaska service areas, see Section 6)
Phone Number	7-18	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If not offering a Percent of Minimum Charge, enter zeros (000) to indicate Not Applicable. If using this rate records to submit truckload rates for the USPTL, enter three zeros (000).
Percent of Less Than Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable. If using this rate records to submit truckload rates for the USPTL, enter three zeros (000).
Cents Per Mile Truckload	25-27	Cents per Miles offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile).
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). A Minimum Truckload Charge <b>must</b> be entered if a cents per mile offer is entered.
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages <b>must</b> be offered for all Required Items not indicated with **.

C. Rate Record for Rate Offers Based on a Percent of the Minimum Charge and a Percent of the Less Than Truckload Rates Identified in the GSA Baseline Rate Table Publication No. 1000-D **and** Cents Per Mile for Truckload Rates when Applied Based on a Mileage Scale and not a State to State Basis as in 13-3.B., above:

**PLEASE NOTE:** Cannot be used for: CFSP traffic identified in Section 7  
USPS traffic identified in Section 8  
WDC traffic identified in Section 9

Example:

B3MNIL800-454-000007908109504750000010100000095080100(Continue entering % until a % has been offered for all Required Item %)  
B3MNIL800-454-000007908109004900001010200100095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	B3
From/To	3-6	Origin State and Destination State. (or numeric codes for intra Alaska service areas, see Section 6)
Phone Number	7-18	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 094, 105. If not offering a Percent of Minimum Charge, enter zeros (000) to indicate Not Applicable. (See Note Below)
Percent of Less Than Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 078, 103. If not offering a Percent of Less Than Truckload, enter zeros (000) to indicate Not Applicable. (See Note Below)
Cents Per Mile Truckload	25-27	Cents per Miles offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile).
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). A Minimum Truckload Charge <b>must</b> be entered if a cents per mile offer is entered.
Beginning Mileage	34-37	Mileage at which the Cents per Mile rate begins. Example: 0000 (for 0 miles), 0100 (for 100 miles). See Contents for positions 38-41 below for further explanation.
Ending Mileage	38-41	Mileage at which the Cents per Mile rate ends. Example: 0050 (for 50 miles), 0200 (for 200 miles). Using the beginning mileage of 0000 and an ending mileage of 0050 with a cents per mile rate of 097 (\$0.97) would indicate that for any shipments moving from the origin/destination identified in positions 3-6 that was between 0 and 50 miles, it would be rated at \$0.97 cents per mile. If firm wants to enter rates for the same origin/destination states at different mileage breaks (say 0051 to 0100), then it would have to create another B3 record.
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages <b>must</b> be offered for all Required Items not indicated with **. (See Note Below)

**Please Note:** When filing multiple B3 rate records for the same origin/destination pair to indicate different mileage scales, the same percent of Minimum Charge and the same percent of Less Than Truckload must be offered for the same origin/destination pair. In addition, only one (1) set of Required Item Percentages can be offered for the same origin/destination pair. If there are differences between rate records, GSA will accept the first reference in each instance applicable and will copy that reference to all other applicable references.

D. Rate Record for Rate Offers Based on a Flat Dollars and Cents Charge Per Truckload:

**PLEASE NOTE:** Cannot be used for: Intra Alaska traffic identified in Section 6  
 CFSP traffic identified in Section 7  
 WDC traffic identified in Section 9

Example:

B4ILIN800-499-0099 055000 00010100000095080100(Continue entering % until a % has been offered for all Required Item %)  
 B4MOMN800-499-0099 047500 095

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	B4
From/To	3-6	Origin State and Destination State.
Phone Number	7-18	Phone number that requesting customer agency should utilize in order to book the shipment for this particular from/to rate application.
Filler	19-27	Spaces (USE SPACE BAR)
Flat Charge Per Truckload	28-33	A flat dollar and cents charge offered for a truckload shipment. Example: 090000 (for \$900.00), 120000 (for \$1,200.00)
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1 of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firms are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages <b>must</b> be offered for all Required Items not indicated with **.

E. C2 rate record can **only** be used when filing rate offers for the **CFSP** and **only** if the following **two (2)** rate types are submitted:

Percent of the Minimum Charge identified in the 1000-D; and  
Percent of the Less Than Truckload identified in the 1000-D.

Example:

C20000800-555-9898099097

000095080100(Continue entering % until a % has been offered for all Required Item %)

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C2
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If utilizing this C2 rate record, a Percent of Minimum Charge must be entered.
Percent of Less-Than-Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If utilizing this C2 rate record, a Percent of the Less Than Truckload must be entered.
Filler	25-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firm's are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages <b>must</b> be offered for all Required Items not indicated with **.

F. C3 rate record can **only** be used when filing rate offers for the **CFSP** or the **WDC** and **only** if the following **two (2)** rate types are submitted:

Truckload offer stated as a cost in cents per mile per vehicle used; and  
Truckload Minimum Charge per vehicle used.

Example:

C30000800-555-9898000000090045000 095

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C3
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Filler	19-24	Use zeros (000000)
Cents Per Mile Truckload	25-27	Cents per Mile offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile). If utilizing this C3 rate record, a Truckload Cents per Mile must be entered.
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). If utilizing this C3 rate record, a Minimum Truckload Charge must be entered.
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firm's are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages <b>must</b> be offered for all Required Items not indicated with **.

G. C4 rate record can **only** be used when filing rate offers for the **CFSP** and **only** if the following **four (4)** rate types are submitted:

Percent of the Minimum Charge identified in the 1000-D;  
 Percent of the Less Than Truckload identified in the 1000-D;  
 Truckload offer stated as a cost in cents per mile per vehicle used; and  
 Truckload Minimum Charge per vehicle used.

Example:

C40000800-555-9898099097099045000 095

RECORD FIELD	POSITIONS	CONTENTS
Record ID	1-2	C4
Filler	3-6	Enter zeros (0000)
Phone Number	7-18	Phone number that requesting facility should utilize in order to book the shipment for this particular rate application.
Percent of Minimum Charge	19-21	Percent of the Minimum Charge Base Rate being Offered. Examples: 089, 102. If utilizing this C4 rate record, a Percent of Minimum Charge must be entered.
Percent of Less Than Truckload	22-24	Percent of the Less Than Truckload Base Rate being Offered. Examples: 072, 100. If utilizing this C4 rate record, a Percent of Less Than Truckload must be entered.
Cents Per Mile Truckload	25-27	Cents per Mile offered for Truckload shipments. Examples: 090 (\$0.90 cents per mile), 101 (\$1.01 cents per mile). If utilizing this C4 rate record, a Truckload Cents per Mile must be entered.
Minimum Truckload Charge	28-33	Minimum Truckload Charge in Dollars and Cents. Examples: 045000 (\$450.00), 130000 (\$1,300.00). If utilizing this C4 rate record, a Minimum Truckload Charge must be entered.
Filler	34-41	Spaces (USE SPACE BAR)
Required Item Percentages	42-174	Required Item Percentage for the Accessorial Services containing rates and charges as identified in the GSA National Rules Tender No. 100-D. If offering the same percentage for all 43 Required Items, enter that percentage in the first three positions (42-44). Examples: 090, 100. The remaining positions (45-174) may be left blank. If offering different percentages, enter the percentage for each Required Item in ascending order as they appear in the No. 100-D and Item 3-2.A.1. of the TOS 1-F. The first three positions must be zeros (000). For example, the beginning of your entry could be: 000095077110. For those Required Items identified by ** in Item 3-2.A.1. of the TOS 1-F, firm's are not required to offer a percentage unless they choose to do so. If not offering a percentage for these items, enter zeros (000) in the appropriate positions for those Items. Percentages <b>must</b> be offered for all Required Items not indicated with **.

### 13-5. RATE OFFER EXAMPLES:

#### A. Example of multiple rate offers being sent as one (1) file:

F1ABCD\ABC MOVING AND STORAGE\IR\20010501\13-214567  
F2JOHN DOE  
F3PRESIDENT  
F41500 BANNISTER RD RM 1076  
F5KANSAS CITY/MO/64131  
F6816-823-3646\816-823-3656  
F7CYOUNG@AOL.COM  
F8816-823-5555  
F9JANE BLACK  
FAACCOUNTS RECEIVABLE REP  
FB1500 BANNISTER RD RM 1006  
FCKANSAS CITY/MO/64131  
FD816-823-1111\816-823-2222  
FEJANEBLACK@AOL.COM  
FFW  
A1ABCD6G12340 20010501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)  
B1MOKS800-333-4444098100095 000095080100(Continue entering % until a % has been offered for all Required Item %)  
B1MOMO800-333-4444098100095 000095080100(Continue entering % until a % has been offered for all Required Item %)  
B1MOIN800-333-4444098100095 000095080100(Continue entering % until a % has been offered for all Required Item %)  
  
A1ABCD6S45670FAAOK20010501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)  
B2OKMO800-333-4444000000089045000 095  
B2OKKS800-333-4444000000089045000 095  
B2OKMN800-333-4444000000089045000 095  
  
A1ABCD6N89120USPWC20010501ABC MOVING & STORAGE(POSITIONS 47-61 IN SPACES)ABCD95ABCD 13-214567(POS. 83-174 FILLER)  
B4KSTX800-333-4444 050000 098  
B4KSAR800-333-4444 050000 098

#### B. Examples of multiple rate offers being sent as separate rate files:

##### 1. First Rate File:

F1BBBB\BBB BROKERAGE SERVICE\IR\20010501\18-316567  
F2JANE DOE  
F3PRESIDENT  
F41440 Jane DOE RD RM 1076  
F5KANSAS CITY/MO/64131  
F6816-823-3646\816-823-3656  
F7CYOUNG@AOL.COM  
F8816-823-5555  
F9JANE BLACK  
FAACCOUNTS RECEIVABLE REP  
FB1440JANE DOE RD RM 1006  
FCKANSAS CITY/MO/64131  
FD816-823-1111\816-823-2222  
FEJANEBLACK@AOL.COM  
FFB  
A2BBBBB6D12340CFS0120010501BBB BROKERAGE SERVICE(POSITIONS 48-61 IN SPACES)BBBB96BBBB 18-316567(POSITIONS 83-174 FILLER)  
A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)  
C20000800-555-9898099097 000095080100(Continue entering % until a % has been offered for all Required Item %)

2. Second Rate File:

F1BBBB\BBB BROKERAGE SERVICE\R\20010501\18-316567  
F2JANE DOE  
F3PRESIDENT  
F41440 Jane DOE RD RM 1076  
F5KANSAS CITY/MO/64131  
F6816-823-3646\816-823-3656  
F7CYOUNG@AOL.COM  
F8816-823-5555  
F9JANE BLACK  
FAACCOUNTS RECEIVABLE REP  
FB1440JANE DOE RD RM 1006  
FCKANSAS CITY/MO/64131  
FD816-823-1111\816-823-2222  
FEJANEBLACK@AOL.COM  
FFB  
A2BBBBB6D12340CFS0220010501BBB BROKERAGE SERVICE(POSITIONS 48-61 IN SPACES)BBBB96BBBB 18-316567(83-174 FILLER)  
A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)  
C20000800-555-9898099097 000095080100(Continue entering % until a % has been offered for all Required Item %)

3. Third Rate File:

F1BBBB\BBB BROKERAGE SERVICE\R\20010501\18-316567  
F2JANE DOE  
F3PRESIDENT  
F41440 Jane DOE RD RM 1076  
F5KANSAS CITY/MO/64131  
F6816-823-3646\816-823-3656  
F7CYOUNG@AOL.COM  
F8816-823-5555  
F9JANE BLACK  
FAACCOUNTS RECEIVABLE REP  
FB1440JANE DOE RD RM 1006  
FCKANSAS CITY/MO/64131  
FD816-823-1111\816-823-2222  
FEJANEBLACK@AOL.COM  
FFB  
A2BBBBB6D12340WDC0220010501BBB BROKERAGE SERVICE(POSITIONS 48-61 IN SPACES)BBBB96BBBB 18-316567(83-174 FILLER)  
A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)  
C30000800-555-989800000089045000 095

4. Fourth Rate File:

F1BBBB\BBB BROKERAGE SERVICE\R\20010501\18-316567  
F2JANE DOE  
F3PRESIDENT  
F41440 Jane DOE RD RM 1076  
F5KANSAS CITY/MO/64131  
F6816-823-3646\816-823-3656  
F7CYOUNG@AOL.COM  
F8816-823-5555  
F9JANE BLACK  
FAACCOUNTS RECEIVABLE REP  
FB1440JANE DOE RD RM 1006  
FCKANSAS CITY/MO/64131  
FD816-823-1111\816-823-2222  
FEJANEBLACK@AOL.COM  
FFB  
A2BBBBB6D12340WDCCA20010501BBB BROKERAGE SERVICE(POSITIONS 48-61 IN SPACES)BBBB96BBBB 18-316567(83-174 FILLER)  
A3ABCD WEOD KJIR BNHF DGCH SDER THGR ASML KJIP JNBT YBCD OLPM GTSM PPLI TGHW (Continue for a total of 34 SCACS)  
C30000800-555-989800000089045000 000095080100(Continue entering % until a % has been offered for all Required Item %)

## SECTION 14

### RATE SUBMISSION SPECIAL INSTRUCTIONS

14-1. SUBMISSION INSTRUCTIONS: All rate offers **MUST** be submitted via the Internet utilizing the File Transfer Protocol (I-FTP). Below are the instructions for accessing the I-FTP.

NOTE: If your firm intends to transmit its rate offer(s) via the I-FTP itself without utilizing the services of a Rate Filing Service Provider or a Tariff Publishing Agent and your firm does not already have an assigned User ID and Password, you will need to notify the Central Zone Office in writing on company letterhead in order to receive your firm's User ID and Password. Requests for a User ID and Password may be faxed to the attention of Cindy Schardt at (816) 823-3656. The response from GSA assigning your firm's User ID and Password will also be via facsimile, so please be sure to include your firm's facsimile number when submitting your request. Please be aware that it will take several days upon receipt of a firm's request to process and assign the firm's User ID and Password.

A. FORMAT REQUIREMENTS: Format requirements as set out in this RFO and its SFI must be strictly adhered to. Submissions received from firms, Rate Filing Service Providers, or Tariff Publishing Agents not conforming to format requirements identified in Sections 6, 7, 8, 9, 10, 11, 12, and 13 and/or submitted in accordance with this Section 14, will be found unacceptable.

#### B. FILE PREPARATION:

1). Via ITMS: Create rate offers, validate rate offers, make necessary corrections, if any, re-validate until all is correct, and then encrypt the rate file before transmitting via I-FTP.

2). Via Section 13: In order to transfer the rate file(s) via the I-FTP, the rate file(s) **must** be saved and transmitted as an unformatted, ASCII (TEXT ONLY) flat file(s) (i.e. no tab characters, etc.). The rate file(s) **must not** have a top, bottom, right, or left margin. If a firm submits more than one (1) rate file, each rate file must have a different filename.

14-2. FILE NAMING CONVENTION: All electronically transmitted rate offers must adhere to the following File Naming Convention:

FILE NAME	POSITIONS	CONTENTS
Carrier's SCAC or Rate Filing Service Provider's (RFSP) or Tariff Publishing Agent's (TPA) Code	1-4	Enter the Carrier's SCAC if transmitting rates itself. Enter RFSP's or TPA's Code if transmitting rates on behalf of a carrier. If all four (4) positions are not utilized, enter an underscore(s) ( ) at the end.
Rate File Number	5-8	May be alpha, numeric, or a combination.
Extension	9-12	MUST be .FRT

Examples: ABCDUSPF.FRT, AAA\_1234.FRT

If as a carrier, RFSP, or TPA you are unsure as to your firm's SCAC (up to 4 positions) or code (up to 4 positions) in GSA's Freight Management Program, please contact Cindy Schardt at (816) 823-3646 or via e-mail at [cindy.schardt@gsa.gov](mailto:cindy.schardt@gsa.gov) for verification.

**The file naming convention identified above MUST be strictly adhered to. Failure to do so will result in the rate offer(s) not being picked up from your firm's directory on the FTP and/or automatic rejection of the rate offer(s).**

C. ACCESSING THE I-FTP: GSA is unable to provide specific instructions on how to access the I-FTP, how to upload a rate file onto the I-FTP, how to download a rate file from the I-FTP, or how to move around in the I-FTP due to the fact that accessing and operating within the I-FTP are dependent upon the type of Internet software utilized by a firm.

Consequently, a firm will need to contact their I-FTP provider for assistance. Listed below is information we can provide - the address to GSA's I-FTP directory and two different methods (there are others) by which to access your firm's individual directory in which you will need to place your firm's rate file(s):

1. I-FTP Address:

KCFTP.GSA.GOV  
OR  
159.142.64.16

2. Methods to Access Individual Directories (items in **BOLD** are words/phrases that you must type in exactly):

FTP>**CD CARRIERS**\USER ID  
OR  
FTP>**D:\PUB\CARRIERS**\USER ID

14-3. CONFIRMING RATE TRANSMISSIONS: Each business day morning, the Freight Program Management Office (FPMO) will run a program that will automatically search the carrier FTP directory and count the number of rate records contained in a file that has been transmitted since the last time the program was executed. Once counted, the program will automatically place a file in the appropriate carrier's FTP directory verifying the number of rate records received. This file will be named (SCAC)FRT.txt. Carriers can use this .txt file to confirm that the FPMO has received the appropriate number of rate records. This .txt file only confirms the number of rate records received - it does not validate the content or formatting of data contained in the carrier's rate offer. If appropriate, carriers will receive notification of rate filing deficiencies in accordance with Section 1, Paragraph 1-2.C. of this Request and its SFI.

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